

Chapter 1 Concepts

OVERVIEW	1-2
Status Codes	1-2
Document Types	1-2
Award Code	1-2
Solicitation Code	1-2
Terminology	1-3
Key Concepts	1-9
Overview	1-9
User Status Codes	1-9
Purchasing Status Codes	1-9
Solicitation Status Codes	1-9
Order Status Codes	1-9
Contract Status Codes	1-9
Document Types	1-10
Discussion of Transactions	1-15
RESERVED	1-15

OVERVIEW

The purpose of this section is to discuss the use and importance of status codes, requisition document type codes, solicitation codes and award codes. These codes are essential in telling AGPS what to do and when to do it. The frequent user must become aware of the meaning and use of these codes.

Status Codes

The purposes of status codes are:

! A way of telling the system what process to perform or what action is being performed.

Document Types

The purposes of document types are:

! Used by AGPS to capture all the various purchasing documents processed by the state.

! Used in AGPS to direct the types of documents to be printed, awards to be made, etc.

Award Code

The purposes of award codes are:

! Used by AGPS to define the type of purchase action.

! Used in AGPS with document type to direct the types of documents to be printed, awards to be made, etc.

**Solicitation
Code**

The purposes of solicitation codes are:

! Used by AGPS to define the type of solicitation action.

! Used in AGPS with document type to direct the types of documents to be printed, etc.

Terminology

The following terms are used throughout this unit:

APO. This term is used to refer to a document type used to identify an Agency Purchase order awarded as the result of processing a OMR requisition. The order may be a standard open market purchase as determined by the requisition document type.

ARP. This term is used to refer to an Agency purchase order that is designated as a recurring order.

Award Code. This term is used to refer to a code used by AGPS to define the award process to be performed for a document type, i.e., purchase order award, or contract award.

Blanket Orders. This term is used for order for items to be delivered on an as-needed basis. These orders consist of Document Types **BPA, BPC, BPV**, and **BPM**. Distinguishing features of these orders include:

- ! A **BPA** may be issued for a class, sub-class or individual commodity item, although it is typically issued for a category of items at the sub-class level. The unit of measure is usually "1 Lot" for a lump sum dollar amount. Individual purchases are made against the order, and corresponding receipts and payments are entered for these purchases. Quantity and unit price edits which restrict the receipt and payment to the ordered values are not applicable to BPAs. However, cumulative payments may not exceed the total amount of the order.
- ! A **BPC** order functions virtually the same as a BPA with the exception that the order is issued against a contract instead of being open market. Item quantities and prices are fixed, per the contract. There are no limits to the amount of such an order. However, cumulative payments may not exceed the total amount of the order within allowed variances.
- ! A **BPV** is issued against a group of contracts covered by a common T-Number. The order is issued for specific items on the contracts within the T-Number group. Each line may be lump-sum priced at a quantity of "1 Lot". The order is issued to a non-specific vendor ("Multiple Vendors"). The ordered items are purchased from the contract vendor(s) as needed and the corresponding invoices are entered into AGPS along with the invoicing vendor's identification and the vendor's applicable contract number. Three conditions must be met to successfully enter the invoices:
 - N The vendor must be a valid contract supplier for the line item provided.
 - N The contract must be within the T-Number grouping.
 - N The item invoiced must be listed on the order and specified contract.
- ! A **BPM** is an open market version of a BPV. The order is issued to a non-specific, open market vendor for commodities typically described at the sub-

class level. Purchases are made against the order and invoices are entered for these purchases. Invoice entry includes input of supplying vendor and the item(s) purchased.

CER. This term is used to refer to a non-encumbered equipment contract release order for which the equipment to be purchased is on a contract and will be financed.

Contract. This is a term used for a document created in AGPS to establish a binding agreement between the state and a vendor for performance of a service or providing a commodity, delivery terms, discount terms, etc. Two kinds of contracts are accommodated within AGPS:

! Contracts awarded through the requisition-solicitation process.

N The solicitation process can result in the award of eight types of contracts:

Contract Doc Type	
Doc Type	Description
BW	Statewide Brand Name Contract
DC	Inventory Center Contract
FA	Financial Agreement Contract
PR	Printing Contract
SA	Surplus Sales Contract
SP	State Prison Enterprise Contract
SU	State Use Item Contract
SW	Statewide Competitive Contract
TC	Agency Term Contract

! Contracts entered directly into the contract database:

Contract Doc Type	
Doc Type	Description
LF	LEAF Contract
TP	Third Party Contract

Contract Release Orders (CRO). This term is used for orders issued against a contract. These orders limit receiving, invoicing and payments in the same manner as described above for one-time, open market orders. Items covered by contract can not be purchased on the open market.

Delegated Purchase Authority. This term is used for orders issued by an agency for within their delegated purchasing authority. Distinguishing features of this order include:

- ! A **DPA** is an order created by an agency to a specific vendor for specific items, at set units of measure and prices. There can be no deviation from the items or unit prices contained in the order. Receipts and payments are processed as items are received. The Agency and Installation Tables contain parameters (variances) which limit the dollar amount of DPA orders.

Distribution (Inventory) Center Orders. This term is used for orders for Distribution Center inventory items. These orders, identified by Document Type **DCI**, is unique in that it is issued to a Distribution Center instead of a private entity. Features unique to Distribution (Inventory) Center orders are:

- ! Payments against a DCI involves the internal transfer of funds within the state. The order encumbrance record(s) identifies the accounting distribution from which funds are to be transferred, whereas, the Distribution Center's accounting record (AACG for Seller) identifies the accounting distribution TO WHICH the funds are to be transferred.
- ! Distribution Center orders do not print. Instead, AGPS creates an electronic image of the order for processing by the Distribution Center.

Document Type. This term is used to refer to a code used by AGPS to define the document to be processed, i.e., requisition, solicitation, order, order change, contract, DPA, statewide contract, etc.

Equipment Requisition (EQP). This term is used to refer to a requisition document type that is used for equipment to be financed. This requisition document type is not encumbered.

EMR. This term is used to refer to an emergency purchase order. It's use should be restricted to genuine emergencies as defined by the statutes.

EPO. This term is used to refer to a non-encumbered equipment purchase order for which the equipment will be financed.

Financial Recurring Purchase Order (FRP). This term is used to refer to a purchase order issued to a vendor who has financed equipment over a specified term. If the term crosses fiscal years, the order can be designated as a recurring order.

Inventory Center Contract (DC). This term is used for contracts used by an Inventory Center for stock replenishment of the center's inventory.

Invitation to Bid (ITB). This term is used to refer to a solicitation code used for a formal bid process.

LDO. This term is used to refer to an order document type for low dollar amounts under the competitive bidding requirements threshold.

LEAF Contract (LF). This term is used to refer to the state's internal financial contract, referred to as the Louisiana Equipment Acquisition Fund.

OMR. This term is used to refer to a document type used to identify an open market requisition for processing in AGPS. Solicitation requirements are determined by the solicitation code used and the resulting award is determined by the award code used for processing.

One-time, Open Market Orders. This is a term used for orders which contain fixed quantities and prices and allow for single or multiple deliveries and payments. These orders consist of Document Types **DPa**, **EMR**, **EPO** and **LDO**. Some distinguishing features of these type orders are:

- ! Receipts, invoices and payments must be for the ordered items and quantities, at the ordered prices.
- ! Receipt quantities and payment amount are limited to the values in the order, subject to a variance controlled from the system installation table.

POR. This term is used to refer to a document type used to identify a State Purchasing order awarded as the result of processing a OMR requisition. The order may be a standard open market purchase as determined by the requisition document type.

Printing Contract Release Item (REP): This term is used to refer to a requisition document type that is used for ordering printed material that will be produced by a State Printing Contract vendor.

Release Order Requisition (REL): This term is used to refer to a requisition document type identifying the resulting award as a contract release order. Requisition line records must reference applicable contract and contract line number for award.

Request for Proposal (RFP): This term is used to refer to a solicitation document type allowed by statutes.

Request for Quote (RFQ): This term is used to refer to an informal solicitation document type.

RPO. This term is used to refer to a document type used to identify a State Purchasing purchase order awarded as the result of processing a OMR requisition. The order may be a standard open market purchase as determined by the requisition document type.

Sales Contract (SA). This term is used to refer to a contract document type identifying that contract as a surplus sales contract.

Sales Solicitation (SAL). This term is used to refer to a solicitation document type used for awarding a surplus sales contract.

Shopping Requisition (SHP). This term is used to refer to a requisition document type used in the commodity "shopping" processing.

Sole Source Purchase (SSP). This term is used to refer to a solicitation code used for obtaining a bid by other than competitive bidding process.

Solicitation Code. This term is used to refer to a code used by AGPS to define the solicitation process to be performed for a document type, i.e., request for proposal, request for bid, etc.

Status Code. This term is used to refer to a code used by AGPS to determine the process to be performed for a document, i.e., pre-encumber, suspend, cancel, award, etc.

State Prison Enterprise Contract (SP). This term is used for contracts issued to be used by agencies to order commodities or services provided by Prison Enterprises.

State Prison Enterprise Order (SPU). This term is used for contract release orders issued against State Prison Enterprise Contracts.

State Use Item Contract (SU). This term is used for contracts issued to be used by agencies to order commodities or services provided by sheltered workshops.

State Use Item Contract Release Order (STU). This term is used for contract release orders issued against State Use Item Contracts.

Statewide Brand Name Contract (BW). This term is used to refer to a contract for brand name items and can be used by all state agencies.

Statewide Competitive Contract (SW). This term is used to refer to a contract that has been competitively bid and is for use by all state agencies.

Surplus Sales Requisition (CIR). This term is used for requisitions initiated for surplus sales contract processing and will result in creation of SA contract document type recorded in the contract database.

Term Contract (TC). This term is used for agency specific contracts for an agency to order commodities or services for a specified period of time (From date/To date) and are repetitive in nature (subject to re-procurement).

Third Party Contract (TP). This term is for contracts awarded outside AGPS, but which the state desires to record in the system so that contract release orders can be issued.

Third Party Contract Release Order (TPO). This term is for contract release orders that are issued against Third Party Contracts.

Key Concepts

Overview	Status codes are essential for the processing of documents in AGPS because they are used to control the flow and indicate exactly what has been done for each purchase. Status codes are grouped in ranges identified by the first number of a three digit code. For example, status codes 100 through 199 involve the agency user and the requisition process. In like manner, the two hundred series involves purchasing, three hundred series solicitation, four hundred series ordering, and five hundred series contracts. Document types identify which purchase documents are being processed.
User Status Codes	Users or requiring activities have access to and responsibility for maintenance of status codes for requisitions in the 100 series. Tasks performed during this processing include initiation and pre-encumbrance of the requisition. Once the status of the action is changed to greater than 199, the user can see the requisition but can no longer maintain the record.
Purchasing Status Codes	Once the requisition is at status code 200 or greater it has been forwarded to purchasing which may then process the record in the two hundred series status code range up to 299. Tasks performed during this processing include buyer review and preparation of a requisition to be attached to a solicitation.
Solicitation Status Codes	The three hundred series range of status codes is used by the Purchase Bureau and other organizations specifically identified as purchasing agencies to process solicitations. Tasks performed during this processing include prepare bid list, print solicitations, record bids, and award contract/order.
Order Status Codes	The four hundred series of status codes is used by the Purchase Bureau and other specifically identified purchasing agencies to process orders. Tasks performed during this processing include encumbrance and drafting and printing orders.
Contract Status Codes	Contract codes are used to process contracts. Tasks include printing the notice of award and contract and executing an option.

STATUS CODES AND DOCUMENT TYPES

CONCEPTS

Key Concepts

Document

Types

Document types are three digit identifiers (letters or combination of letters and numbers) used to specify exactly which purchase document you are processing. They are grouped into categories for different types of processing such as requisitions, solicitations, contracts, and orders. Document types, with award/solicitation code, processing flow is as follows.

AGPS DOCUMENT TYPE, SOLICITATION AND AWARD CODE MATRIX

REQ.DOC TYPE	SOL CODE	AWD CODE	SOL DOC TYPE	ORDER DOC TYPE	CONTRACT DOC TYPE	ENC REQ'D
OMR	I	1	ITB	POR	-	Y
OMR	S	1	SSP	POR	-	
OMR	T	1	TEL	POR	-	
OMR	P	1	RFP	POR	-	
OMR	F	1	RFI	POR	-	
OMR	R	1	RFQ	POR	-	
OMR	M	1	MST	POR	-	
OMR	I	6	ITB	RPO	-	Y
OMR	S	6	SSP	RPO	-	
OMR	T	6	TEL	RPO	-	
OMR	P	6	RFP	RPO	-	
OMR	F	6	RFI	RPO	-	
OMR	R	6	RFQ	RPO	-	
OMR	M	6	MST	RPO	-	
OMR	I	2	ITB	APO	-	Y
OMR	S	2	SSP	APO	-	
OMR	T	2	TEL	APO	-	

STATUS CODES AND DOCUMENT TYPES**CONCEPTS****Key Concepts**

REQ.DOC TYPE	SOL CODE	AWD CODE	SOL.DOC TYPE	ORDER DOC TYPE	CONTRACT DOC TYPE	ENC REQ'D
OMR	P	2	RFP	APO	-	
OMR	F	2	RFI	APO	-	
OMR	R	2	RFQ	APO	-	
OMR	M	2	MST	APO	-	
OMR	I	7	ITB	ARP	-	Y
OMR	S	7	SSP	ARP	-	
OMR	T	7	TEL	ARP	-	
OMR	P	7	RFP	ARP	-	
OMR	F	7	RFI	ARP	-	
OMR	R	7	RFQ	ARP	-	
OMR	M	7	MST	ARP	-	
SHP	-	-	-	-	-	N
REL	N	C	-	CRO	-	Y
REP	N	5	-	CRP	-	Y
EQP	I	3	ITB	EPO	-	Y
EQP	S	3	SSP	EPO	-	
EQP	T	3	TEL	EPO	-	
EQP	P	3	RFP	EPO	-	
EQP	F	3	RFI	EPO	-	
EQP	R	3	RFQ	EPO	-	
EQP	M	3	MST	EPO	-	

STATUS CODES AND DOCUMENT TYPES**CONCEPTS****Key Concepts**

REQ.DOC TYPE	SOL CODE	AWD CODE	SOL.DOC TYPE	ORDER DOC TYPE	CONTRACT DOC TYPE	ENC REQ'D
CIR	L	S	SAL	-	SA	N
CIF	I	F	ITB	-	FA	N
CIF	S	F	SSP	-	FA	
CIF	T	F	TEL	-	FA	
CIF	P	F	RFP	-	FA	
CIF	F	F	RFI	-	FA	
CIF	R	F	RFQ	-	FA	
CIF	M	F	MST			
CIW	I	W	ITB	-	SW	N
CIW	S	W	SSP	-	SW	
CIW	T	W	TEL	-	SW	
CIW	P	W	RFP	-	SW	
CIW	F	W	RFI	-	SW	
CIW	R	W	RFQ	-	SW	
CIW	M	W	MST	-	SW	
CIB	I	X	ITB	-	BW	N
CIB	S	X	SSP	-	BW	
CIB	T	X	TEL	-	BW	
CIB	P	X	RFP	-	BW	
CIB	F	X	RFI	-	BW	
CIB	R	X	RFQ	-	BW	
CIB	M	X	MST	-	BW	

STATUS CODES AND DOCUMENT TYPES**CONCEPTS****Key Concepts**

REQ.DOC TYPE	SOL CODE	AWD CODE	SOL.DOC TYPE	ORDER DOC TYPE	CONTRACT DOC TYPE	ENC REQ'D
CIC	I	T	ITB	-	TC	N
CIC	S	T	SSP	-	TC	
CIC	T	T	TEL	-	TC	
CIC	P	T	RFP	-	TC	
CIC	F	T	RFI	-	TC	
CIC	R	T	RFQ	-	TC	
CIC	M	T	MST	-	TC	
CID	I	D	ITB	-	DC	N
CID	S	D	SSP	-	DC	
CID	T	D	TEL	-	DC	
CID	P	D	RFP	-	DC	
CID	R	D	RFQ	-	DC	
CIU	T	A	TEL	-	SU	N
CIU	R	A	RFQ	-	SU	
CIP	T	B	TEL	-	SP	N
CIP	R	B	RFQ	-	SP	
CIT	I	E	ITB	-	PR	N
CIT	S	E	SSP	-	PR	
CIT	T	E	TEL	-	PR	
CIT	P	E	RFP	-	PR	
CIT	F	E	RFI	-	PR	

STATUS CODES AND DOCUMENT TYPES

CONCEPTS

Key Concepts

REQ.DOC TYPE	SOL CODE	AWD CODE	SOL.DOC TYPE	ORDER DOC TYPE	CONTRACT DOC TYPE	ENC REQ'D
CIT	R	E	RFQ	-	PR	
CIT	M	E	MST	-	PR	

**Discussion of
Transactions**

RESERVED